



**CITY OF BELMONT  
PARKS & RECREATION DEPARTMENT  
ATHLETIC FIELD USE POLICY  
(Amended 07-01-20)**

**INTRODUCTION**

The Belmont Parks & Recreation Department Field Use Policy was developed to ensure City owned, maintained and managed athletic facilities, which include athletic fields owned by the Belmont-Redwood Shores School District (Fox, Nesbit, Central and Ralston), are utilized to maximum capacity for recreational and competitive athletics, social, and community service activities that meet the needs and interests of the community, and to provide permit holders with necessary information regarding City guidelines, regulations and processes that govern the use of the athletic fields.

**A. PURPOSE**

The purpose of this document is to establish policies and procedures that govern the allocation, permitted use, and maintenance of City of Belmont athletic fields, with the overall goal of maximizing available field space while ensuring the fair and equitable distribution among all eligible users. The policy will outline who is eligible to receive permitted use of City of Belmont athletic fields and identifies the process used to allocate and schedule the use of athletic fields.

**B. POLICY REVIEW**

The City of Belmont Parks & Recreation Department will periodically review this policy and may modify the policy to address any changes in managed facilities, eligibility criteria, permit processes and procedures. In addition, all City of Belmont athletic field user organizations are encouraged to identify items of concern regarding the Athletic Field Use Policy, and to provide the Belmont Parks & Recreation Department staff with a written summary of those concerns for consideration during the periodic review process.

**C. SPORTSMANSHIP**

The City of Belmont Parks & Recreation Department requires all sports organizations that utilize City athletic fields to adopt a “Code of Conduct” policy, which will be kept on file with the Parks & Recreation Department, to promote good sportsmanship and appropriate behavior throughout their respective

organizations. The policy applies to all coaches, officials, participants, spectators, and volunteers. Any violations must be dealt with immediately by league representatives and the consequences must be enforced by the respective organization.

**D. PRIORITY OF USE**

**GROUP I:**

- Belmont Parks & Recreation Department programs
- City Non-Profit Youth Sports Organizations (in season)
  - Spring/Summer (baseball, softball)
  - Fall/Winter (soccer)
- Belmont Redwood Shores School District Programs (on school sites)

**GROUP II:**

- City Non-Profit Youth Sports Organizations (out of season)
  - Spring/Summer (Soccer)
  - Fall/Winter (baseball, softball)
- City Public High School Sports (on City park sites)
- City Public Elementary School Sports (on City park sites)

**GROUP III:**

- New City Non-Profit Youth Sports Organizations (in season)
- City Non-Profit Adult Sports (not affiliated with Belmont Parks & Recreation Department programs)

**GROUP IV:**

- City Private School Sports
- City For-Profit Sports
- Regional Non-Profit Youth Sports Organization

**GROUP V:**

- Corporate/Private Organizations/Private Individuals
- Community College Sports
- Private Sports Camps & Clinics

E. **CRITERIA**

Residency - City of Belmont/Redwood Shores boundaries

All Youth Sports Organizations:

- Recreational Programs - 85% MINIMUM
- Competitive/Select Programs
  - 75% (U10 and under)
  - 55% (U11 and U12)
  - 40% (U13 and U14)
  - 30% (U15 and up)

**Team rosters must be submitted to the City of Belmont Parks & Recreation Department upon request.**

Proof of Non-Profit Status (Tax I.D #, Board of Directors, etc...)

Proof of Insurance:

The City of Belmont requires a minimum of \$2,000,000 general liability coverage. The City of Belmont must be listed as the "Certificate Holder" and named as an "Additional Insured" with an endorsement naming the "City of Belmont", its elective and appointed boards, commissions, officers, agents, employees and volunteers included in accordance with the terms and conditions of the general liability policy identified on the Certificate of Insurance.

Open tryouts must be publicized and held for all eligible residents (City of Belmont/Redwood Shores boundaries)

F. **FIELD SCHEDULING PROCESS**

Bi-annual field scheduling meetings are held to allocate athletic field use in accordance with the Athletic Field Use Policy for City of Belmont Parks & Recreation Department programs, City Youth Sports Organizations, sports camps, tournaments and clinics, and City school sports programs. The meetings are held on a seasonal basis with Spring/Summer field allocations determined at the January meeting, while the Fall/Winter field allocations are determined at the June meeting. The meetings are used to review prior field allocations, collect current information from each seasonal user group, and to confirm field use allocations. It is the responsibility of the requesting organization to assign a league representative or designee to attend the field scheduling meetings. Failure to do so may result in a loss of the organization's field use allocation.

G. **PERMITS**

Athletic field use permits should always be carried by the permittee during scheduled use of the athletic fields and must be presented upon request. These permits are non-transferable and may not be passed on (sublet) to other user groups. All field users must adhere to their designated activity, times, locations and dates of assigned use. Authorized permits will only be distributed after the athletic field scheduling meetings, and all required documentation has been submitted (i.e... proof of insurance). Any organized sports activity must have an authorized permit for use of City athletic fields.

H. **REQUESTS BY NEW ORGANIZATIONS**

A new youth sports organization must submit a written request to participate in the field schedule process at least 6 months prior to the athletic field scheduling meetings. The requesting organization must meet all other criteria as indicated above for consideration. If the new youth sports organization is in direct competition (age, sport, or gender) with an existing youth sports program, it will only receive field space if available. If the new youth sports organization offers either a new sports opportunity, or an age group not being offered by an existing program, it may receive consideration before a new youth sports organization that is in direct competition with an existing sports program.

I. **FEES**

Player registration fees apply to City youth sports organizations and local school sports programs that are permitted for seasonal use of City athletic fields, and are based on a per player, per season and per sport basis. All field user organizations are responsible for providing accurate participation totals and identifying the residency status of their players (resident/non-resident). Adult Sports, Sports Camps, Tournaments and Clinics are charged fees based on a percentage of total participant registration collected, or an hourly field rental rate as determined by the Belmont Parks & Recreation Department. Reference City of Belmont - Master Revenue Schedule for current fees.

J. **MAINTENANCE**

All youth sports organizations that use City athletic facilities are required to adopt an organizational field maintenance program, which must be submitted to the Belmont Parks & Recreation Department prior to the start of their season. This should include any in-kind services provided by the organization to maintain the quality or appearance of City athletic fields and facilities. City will provide soil boxes containing topsoil and shovels for organizations to fill holes in the field of play. All areas of City athletic facilities should be considered including the

following: dugouts, scorebooths, backstops, soccer goals and nets, batting cages, turf areas, infields, concession stands, and parking areas. A written summary of services rendered during the season, must be submitted to the Belmont Parks & Recreation Department within 60 days of the completion of scheduled use.

K. **FIELD CLOSURE FOR MAINTENANCE**

To maintain the quality of City athletic facilities and to allow for appropriate rest and repair of natural grass turf areas, mandatory field closure periods will be identified by Park Maintenance staff by site or athletic field. The closed site or specific athletic field will be identified by posted signs and fencing.

Consequences for not adhering to the field closure periods will result in the following:

- 1<sup>ST</sup> Offense – Written warning to the league representative
- 2<sup>ND</sup> Offense – Suspension of field use by the offender
- 3<sup>RD</sup> Offense – Hearing before the Parks & Recreation Commission with a potential loss of the field use permit for the organization

L. **INCLEMENT WEATHER POLICY**

Athletic fields may be closed due to inclement weather or saturated conditions. Organizations must call the inclement weather hotline number 650-592-7557 for updates or check field status on the City website here [Field Status Hotline](#). The hotline and website should be updated by 1:00pm on the day in question. For all \*weekend activity, it is the responsibility of the league representative or designee to determine the safety and playability of their respective sites.

\*weekend activity (Friday evenings, Saturday & Sunday)

Consequences for not adhering to the Inclement Weather Policy will result in the following consequences:

- 1<sup>ST</sup> Offense – Written warning to the league representative
- 2<sup>ND</sup> Offense – Suspension of field use by the offender
- 3<sup>RD</sup> Offense – Hearing before the Parks & Recreation Commission with a potential loss of the field use permit for the organization

M. **SPORTS CAMPS, TOURNAMENTS & CLINICS**

All sports camps, tournaments and clinics that are conducted at City of Belmont managed athletic facilities must be authorized by the Belmont Parks &

Recreation Department. The requesting organization or instructor(s) must enter into a contractual use agreement with the Belmont Parks & Recreation Department for the authorized use of any athletic facility. The agreed upon contract must be completed prior to any advertising or publication of dates, times and location, as the requested facilities may or may not be available. Proof of insurance is required (\$2,000,000 general liability coverage) and the City of Belmont must be identified as an Additional Insured on the policy.

**N. ATHLETIC FIELD - GENERAL RULES & REGULATIONS**

- Subleasing of fields is prohibited under any circumstances.
- Alcoholic beverages are prohibited.
- Smoking and use of tobacco products are prohibited.
- Glass bottles prohibited.
- Dogs restricted access only on City athletic fields (City Code, Section 16-31); Dogs prohibited on all BRSSD campuses and athletic fields; Youth Sports Leagues may prohibit dogs on any City managed athletic fields during periods of permitted use.
- Games and practices should not start prior to 8:00am or extend beyond 30 minutes past sunset. The Belmont Sports Complex curfew for athletic field lights is 11:00pm.
- Field use is limited to the dates, times and field locations identified on your permit.
- Fields must not be used during field closure periods, during heavy or consistent periods of rain, when inclement weather has left fields too saturated for play, or unsafe field conditions are present.
- It is the responsibility of the organizations President or designee to enforce the rules and regulations regarding the conduct of their respective group while using permitted facilities.
- Selling food or other items is not allowed without City approval (City Code, Section 16-32). Concession stand operation must have a valid health permit from the County of San Mateo. For information regarding food service requirements please contact the San Mateo County Environmental Health Department at 650-372-6200.
- No group or individual may alter a field in any way without approval from the Belmont Parks & Recreation Department.
- No group or individual are permitted to maintain a storage container on or around an athletic field without approval from the Belmont Parks & Recreation Department or Belmont Redwood Shores School District (Fox, Nesbit, Central, Ralston).
- Synthetic turf fields have additional rules and regulations that govern their use. (See Item O)

**O. SYNTHETIC TURF – FIELD RULES AND REGULATIONS**

- Field use by permit only
- NO smoking or use of tobacco products allowed
- NO metal cleats allowed on field
- NO pets allowed on field
- NO bicycles allowed on field
- NO gum allowed on field
- NO food allowed on field
- Only water allowed on field
- NO sports drinks allowed on field
- NO glass bottles allowed on field
- NO sunflower seeds allowed on field
- NO chairs or tent stakes that puncture turf allowed on field
- All athletic fields general rules and regulations apply